



NEWSLETTER

Bringing personnel news to our City workforce.

Jeremy Harris, Mayor
City & County of Honolulu

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Cheryl K. Okuma-Sepe, Director
Department of Human Resources

RESPECT IN THE WORKPLACE

All employees have the right to expect a workplace free of discrimination. We have federal, state and city laws that mandate non-discrimination in employment. They are referenced in regulations, guidelines and policies. The bridge between the laws and regulations and our actual workplaces is built on respect. In order for policies to be effective, they must be incorporated into our actions and interactions in the workplace. As employees, we are expected to refrain from conduct that is discriminatory. Some examples of conduct that is inappropriate for the workplace are:

- ✓ Ethnic slurs and racial jokes
- ✓ Use of profanity
- ✓ Putting down another's religion/beliefs
- ✓ Ageist statements
- ✓ Sexually suggestive cards, emails
- ✓ Remarks about a person's disability
- ✓ Making unwelcome sexual advances or requests for sexual favors
- ✓ Physical contact of a sexual nature
- ✓ Remarks, comments, jokes, etc. of a sexual nature
- ✓ Gender-based or sexually abusive language

This is not meant to be a complete list, but rather a few examples of the kind of conduct that should not be present in the workplace. All employees are reminded that employment discrimination based on any of the following factors is prohibited: race, color, religion, national origin, sex, disability, age, ancestry, arrest and court record, marital status, national guard participation, breastfeeding, assignment of child support obligations, politics, sexual orientation. Retaliation for making a complaint of discrimination is also prohibited and considered a separate violation.



NOTE: Complaints of discrimination can be made to any supervisor or manager, departmental EEO Coordinator or the City's Equal Opportunity Officer at 527-6847.

Each of us plays an important part in making sure that the workplace is respectful—a place where all employees, regardless of similarities or differences, are treated with respect and can contribute to our mission of service to the people of the City and County of Honolulu.



2004 Summer Student Employment

You must: Have successfully completed at least one year of college (24 credits) by June 2004, and intend to continue toward an associate, bachelor's or graduate degree; be currently enrolled in college at least half-time, or intend to continue in Fall 2004. Apply for:

Student Aide II – Recreation - \$7.50

Returning Recreation Aides should apply for:

Student Aide III – Recreation - \$8.50

APPLICATIONS ARE AVAILABLE NOW AT THESE LOCATIONS:

◆ *Department of Human Resources*
650 South King Street, 10th Floor

◆ *Park District Office at:*
Ala Wai Makiki
Waipahu Kaneohe

◆ *Most colleges and universities on Oahu*

For more information and an application visit our website at <http://www.co.honolulu.hi.us/hr>. Call 692-5854.

CITY & COUNTY OF HONOLULU * An Equal Opportunity Employer

ING **Deferred Compensation 2004**

Deferred compensation is a program that allows you to defer a portion of your salary until you retire or leave the City. This is done automatically through payroll deduction.

The maximum contribution for deferred compensation has been increased to \$13,000 for the 2004 calendar year. If you are 50 years old and older you may defer \$16,000 for the 2004 calendar year.

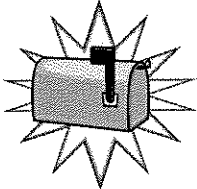
Employees should contact ING, the City's plan administrator directly if they want to increase their salary reduction amount or start an account. Call **ING at 597-8213**

Who gets your \$26,000 life insurance?

City employees who receive health benefits are eligible for a free \$26,000 life insurance policy (if under age 62). In the event of your unforeseen death as an employee, the person or persons identified, as beneficiary(ies) is eligible to receive the \$26,000. Who did you name as beneficiary to the \$26,000 life insurance? If you can't remember, please call your department personnel officer and they will be glad to assist you. ■



GOT A NEW MAILING ADDRESS?



Do you have a new mailing address? Notify your department personnel officer today to ensure important documents are mailed to your correct address. Call today!

CAREGIVER EDUCATION/ SUPPORT GROUP

KAPOLEI HALE
(3RD Floor Lunchroom)
January 15, 2004
11:30 am to 12:30 pm

**DOWNTOWN
DHR ANNEX**
January 5 and 26, 2004
12:00 pm to 1:00 pm



For information call Lorraine Fay at 523-4762 or email at lfay@elderlyaffairs.com

A DRUG FREE WORKPLACE

All City employees should be concerned about the effects of drugs in the workplace and on society. In 1990, the City issued the Drug-Free Workplace Policy for all employees. It is one part of an overall effort by the City to establish and maintain a drug-free workplace. Employees in federally funded programs covered by the Drug-Free Workplace Act are also covered by the Drug-Free Workplace Policy for Federally Funded Worksites.

The policies emphasize the City's prohibition against the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns, which may affect their ability to comply with the prohibitions to seek assistance before the activity leads to conviction and/or disciplinary action.

The Federally Funded Worksites policy also requires that an employee report, in writing, to his/her department any conviction for the prohibited activity listed above. The report must be made within five calendar days of the conviction.

All City employees should be familiar with the policy or policies applicable to them. You can get a copy of the policy from your departmental personnel office.

SAVE YOUR SICK LEAVE CREDITS

Protect yourself from loss of income by saving your sick leave and using it only when it's really needed.

Save it. Use it when you're sick or injured. Accumulated sick leave credits are applied to your retirement pension. **SAVE IT!**